



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
SPECIAL EDUCATION - COMPLIANCE  
**REQUEST TO RESOLVE DISPUTE THROUGH MEDIATION – MODEL FORM**

**Directions**

The Missouri Department of Elementary and Secondary Education (DESE) ensures that mediation is available, at no cost, to allow parents and school districts the opportunity to resolve disagreements involving any matter under Part B of the Individuals with Disabilities Education Act (IDEA), including matters arising prior to the filing of a child complaint.

The mediation process is voluntary on the part of both parties. If both parties agree to mediation they will need to mutually agree upon a mediator from a list of qualified mediators provided by DESE.

To request mediation, send a written request which may be on this model form to:

Missouri Department of Elementary and Secondary Education (DESE)  
Division of Special Education – Compliance  
P.O. Box 480  
Jefferson City, MO 65102-0480

Or FAX to: (FAX) 573-526-4404 Attention: Compliance Section

**Contact Information**

Agency/District Name

County

Child's Name

School Name

Child's address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Agency/District Request: ☐ **OR** Parent/Guardian Request: ☐

Description of the nature of the problem, including facts relating to the problem: (Additional pages may be attached)

Proposed resolution of problem if known: (Additional pages may be attached)